The Quality Group

Product Portfolio

Product Suite LCM

Technology Partners

SAP® Certified
Integration with SAP NetWeaver®

CONTENT

1 FUNCTIONAL DESCRIPTION OF LCM EIM

1.1 LCM – Basis

Business and contract logic

Contracts in LCM are created by means of the contract assistant based on a predefined logic. The assistent guides the user through the creation process step by step.
In this process, contract data (master data of the contract including designation, status, department and the choice whether the contract is to be an individual agreement or a framework agreement), category and contract type, contract partners and the persons responsible for the contract are entered. Furthermore, the prioritization of the contract (No priority, low priority, medium priority or high priority) is defined for the respective user. The prioritization can be changed anytime via general navigation and is defined individually per user.

Easy-Search function

You can use the “Easy Search” function to locate, research and analyse stored data, documents, information and contacts quickly and easily at any time. Just like a “Google search”, approximation algorithms and suggestions are proposed and displayed and the accuracy of the search terms is indicated. LCM supports each user in searching for sort characteristics, search terms, text passages or title topics.

History-managed changes (audit security)

LCM documents the actions performed in the system such as setting up, editing and deleting data with a time stamp and user ID. The history-managed changes can be traced via various dialog boxes. This makes them auditable in terms of the change modification history and compliant with the general requirements of data protection provisions.

Contact management

LCM provides an extensive contact management for the administration of of real people and legal entities as well as the external and internal contact persons.
In the data field “Contract Partners” information on legal entities is managed that may be involved in a contract as a contract partner. These are companies/organizations and private persons. In the data field “Employees” all persons are managed who may feature as responsible persons for a contract.

Depending on the configuration of the LCM system, interfaces provide a link to the personal data of other systems such as e.g. SAP-ERP or LDAP server. When creating new personal data master records in LCM, you can use these interface data directly.

When creating a contract partner or an employee, the name of the company or person, or the name of the employee, can be compared to existing entries in the database. Before finally storing the new master data in the database, the system will then display the results of the fuzzy comparison if any matching data are found.

User help

The online user help provides detailed information on the functionalities of the LCM systems in a user-friendly way through help based on application flow, context sensible help texts as well as system and term explanations.

Excel-Reporting/list function

LCM offers sophisticated reporting and analysis options by means of consistent and dialog-independent user dialogs. Columns can be individually arranged or lines pre-selected in each item of list information and transferred to Excel, where they are then prepared directly for further processing. Enhanced management analyses are possible through the LCM modules BIRT Reporting / BO Reporting.

1.2 LCM – Contract Management

Management of Contracts, Terms, Contract Partners and Conditions of Contract

Facilitates the compilation and management of contracts and their terms and conditions and dependencies between contracts or other documents (e.g. master contract vs. individual contract vs. addendum vs. general terms and conditions of business, etc.). Contract relationships (Intercompany – contracts) can easily be defined and monitored.

Furthermore, facilitates the compilation and management of contract partners, including their internal employees and functionaries, as well as their allocation to and responsibilities for particular contracts. Contract partner relationships (general management, etc.) can easily be defined and monitored.

Maintenance of contract history

Records any change in the system. Due to this history a reconstruction which changes have been made by whom and when is available at any time.

Contract search

Searches for contracts via filters and other search functionalities with help of the quick search option or the flexible Query Builder.

With their predefined filter options and selectable reference values from the LCM master data, the quick search options provide for an efficient access to the contracts. A search for e.g. contract number, name, category, department, status or contract partner is possible.

The LCM Query Builder permits the easy assembly of complex filters. In the LCM standard configuration, a large number of filter criteria are available in the areas of contract data, contract periods, contract partners, responsibilities and risk. Furthermore, all specialized contract features that exist for each contract type within the framework of their specific LCM configuration, are available in the Query Builder.
The many different options allow defining specific views of the contract data stored in the LCM and in consequence always to select exactly the quantity of information / contracts. So as not to have to newly define these views again and again, these can be saved and retrieved again by a click.

Management of terms

Provides for monitoring the validity duration of contracts, complying with periods of notice and early responses to expiring contracts. Detailed information on periods of a validity for contracts can be organized with due consideration to notice periods and minimum durations. Furthermore a differentiation between the options for contract extension when organizing and monitoring them is available. Integrated automatically or manually created resubmissions ensure tight control over contract timelines. Additionally to fixed data the user has a direct insight when the contract, viewed from today's date, can be cancelled or prolongated as quickly as possible, or until when the contract is limited without prolongation.

1.3 LCM – Matter Management

Free definition and management of records and matters

Relates to the management of contract processes and matters, offering the free definition of files and file structures to group e.g. documents, correspondence and emails to support the handling of legal business matters.

LCM – Matter Management is designed such that the system can be configured individually depending on the requirements of the individual type of record and matter.

Management of matter structures

Organizes the grouping of contracts and documents. Matter models are freely definable and can even be treated as a structuring standard for certain matter types. A matter model defines what content belongs to a file and how it shall be structured in the context of the matter. At the same time, permission to access certain parts of a file (permission to modify, for example) can be defined using the matter model. Examples of matter models include a civil litigation matter, property record or insurance record.

Records can be given attribute values (index values) in records management, and the same fundamental operations of LCM applicable to contracts can also be applied to records (create file, assign attributes, modify, delete, search, create allocations, create cross-references). Several contracts can be assigned to each file; meaning that e.g. in case of a pending legal claim in relation to a contract the contract data can be accessed directly from the file.
Various file information can be stored automatically and registered manually in the file vita (also referred to as "lifecycle"). File status changes or changes in the department, to which the file is allocated, are registered automatically. Events, like e.g. the handover to an attorney, can be entered manually.

File plan and file research

The term "filing organization" (also "file plan") refers to a comprehensive filing regulation for all files within an organization. The LCM file administration offers a multi-level filing system featuring a hierarchical structure for creating and identifying files and allocation documents, thus enabling a structured filing organization for files and records.
Individual files can be linked to each other, enabling you to define a file as the master file and assign multiple sub-files (secondary files) to the latter. This way, files can be stored in a tree structure.

File and record logic

All important time limits within a file (e.g. court respite, offer deadline) can be administrated and sent via resubmissions. The resubmission management function integrated in LCM supports the monitoring of all important time limits also within the file administration system. All activities, events and due dates related to the file can be exported directly into the Notes or Outlook calendar.

eRecord

LCM eRecord bundles all known records and processes within the organization and retrieval of documents with the requirement to be able to retrieve all information at any time and everywhere. Within this process the user can execute all important processes in one user dialog and thus can manipulate the entire volume of correspondence, schedules and documents. All data will be made available online. The highest level of data security and integrity are assured through a multi-stage access control and verification rules.
Furthermore, creation of Office documents for preview is available upon request.

Template: Digital Personel File

The human resources organization of a company calls for the employer to provide systematically created and managed personnel files. The template "Digital Personnel File" directly allows managers directly access the personnel files of their employees from LCM. Location-independent access for authorized persons helps the optimization of human resource processes and the reduction of administrative expense and paper volumes. This ensures an integration of the personnel file into digital HR workflows.

Template: Logistics File

The template "Logistics File" enables companies to file specific documents for each carrier or vehicle and also register and manage e.g. information about the involved carriers, branch offices and vehicles (deployed/non-deployed). This information includes e.g. operating licenses, licenses, insurance policies or training certifications.

Template: Procurement File

A procurement project can be mapped in a procurement file that includes all relevant requirements and procurement data. This mainly includes the selection of the supplier from the longlist via the shortlist to the contract partner (supplier), the filing and the comparison of the offers based on the bid invitation, as well as the contract and the evaluation and risk assessment. In addition, all doc-uments related to a procurement project are stored in and/or assigned to this file (like e.g. RFQs, RFIs, etc.). Email functions, management reporting for product groups, spend analysis and other supplier assessment results are available for sourcing.
Upon the signature of a contract (order), the procurement file is allocated to the contract (including the respective communication), enabling users to also view the procurement history, incl. the contract.

Template: Trademark File

With the template "Trademark File" the entire trademark registration process can be monitored. Taken into consideration are the fundamental data of the registration forms as well as the archiving and management of the form itself. Particularly the application and the approval can be process controlled and monitored according to standards.
In addition to the registration process, matters in regards to registration of property rights, their priorities, prolongation and maintenance, trademark protection or the commissioning of advertising agencies can be monitored and handled with the help of a compliance checklist.

Template: Legal Entity File

The Template "Legal Entity File" allows the capital, shareholding, committees and all associated con-tracts and documents including thresholds, conditions and terms to be managed easily and with a clear summary. No matter if it is a joint venture contract, a profit transfer or control agreement, a letter of comfort, a mandate agreement, a company agreement and its amendments or an executive officer contract, all these are saved in a structured and clear way together with the necessary details. Additionally documents such as provisions of hired labor, works council agreements, collective agreements or agreements for liability exoneration are stored and managed here.
All changes to date and processes are documented in the system and satisfy the requirements for revision, Sarbanes Oxley, European Governance, GDPDU and MoReq. All information can be called up from the legal entity management in the form of standard reports, ad-hoc evaluations, analyses and individual departmental reports. This information can also be combined with shareholding management systems. This makes it possible to generate assessments containing the shareholding structure, the EAV contracts and change of control clauses without any problem. Evaluations of this type, combined with clear graphics, enable maximum transparency in regard to the contractual intermeshing of the managed companies.

Template: Civil Litigation File

The additional contract attributes in LCM not only enable you to register additional contract file data but also to register, manage and analyze "non-contractual" facts subject to a corresponding system configuration. All active and passive proceedings together with the corresponding amount in dispute or proceedings that are of fundamental importance for the company, can be listed. The solution also features an integrated risk assessment function. Information, like e.g. legal expenses provisions is available for the financial report of the annual report.

Template: Real Property File

The template "Real Property File" is a valuable support for the entry of limited personal easement and for managing property-relevant topics.
In addition to being specifically aligned with the procedure according to the Grundbuchbereinigungsgesetz (Land Register Correction Act), the LCM real property file also enables you to display all other pipeline easements. All information is available in an up-to-date version at any time.
In addition, the proper and revision-safe documentation of contacts and payment basics (pipeline plans, valuation, expert opinions, ownership evidence, land register extracts, etc.) is ensured. Furthermore, all related contracts and documents can be managed and evaluated, using the real property file.

1.4 LCM – Workflow

LCM – Resubmission and Process Reminder

The integrated resubmission management supports processing and monitoring of tasks and schedules. Each user has his/ her individual resubmission list. It provides an overview of all tasks and schedules on the agenda. This interactive list allows to quickly and comfortable navigate to the related contracts.

Users can have the system compile resubmissions manually or automatically using date tracking rules.

Both the person compiling and person receiving the resubmission (task assigner and task receiver) can track the status of the resubmission at any time. In addition to the basic functions for creating and sending resubmissions, they can also be answered or forwarded directly.

The process reminder enhances the module LCM – Workflow with functionalities to manage compliance processes, e.g. internal contract creation processes. Thus approval or termination processes can be easily mapped.

With defined process templates and corresponding process steps LCM offers the possibility to reproduce all processes completely and furthermore to standardize and automate them. For every process step both responsible person and target, plan and actual date can be deposited. Through process orientated automation not only cycle time for contract creation and administration is reduced but also an improvement in approval procedures and quality management is achieved.

LCM - BPMN2.0 Admin

"Business Process Model and Notation" – BPMN – forms the basis for planning your specific business processes with different branches and responsibilities via graphical support, which can then be combined with the LCM business logic. The LCM Admin module provides the configurator for the graphical definition of such processes (diagrammatic display) and supports you in combining the process elements with the LCM data objects such as contracts, contacts or documents. This means you can display complex testing or approval processes in a simple structure and at the same time optimally use the convenient functions such as monitoring appointments/deadlines or compliance check.

LCM - BPMN2.0 Viewer

The BPMN Viewer displays the current process statuses and data content in diagrammatic form, which can be interactively analysed and processed by the user.

1.5 LCM – Compliance Management

Rule-based checking of contracts and matters

The LCM module "Compliance Checklist" enables rule-based processes to be defined along contracts or matters and ratified via a "tick" function. This function guarantees long-term storage and timely assurance of defined processes in the system. For example, codes of conduct or contractual approvals can be confirmed in the system through countersigning, leading to better processes in the long run.

Free definition of compliance-checks and ratings

The compliance checklist can be individually created and allocated to different tasks or processes. The settings for the test criteria and evaluation scheme in terms of responsible roles/users, appointment management and necessary documents on the contracts/matters can be made in the LCM Administration Cockpit.

1.6 LCM – Reporting / Mobile / Visualization

LCM provides a flexible and convincing reporting tool to be able to access all contract-relevant data quickly through freely definable evaluation and analysis options.
All data recorded in LCM can be applied for reporting or analysis purposes, using the integrated standard business intelligence tools such as SAP BusinessObjects or Microsoft SQL Server Reporting Services. The LCM meta data model is delivered together with the corresponding business intelligence tool, requiring no further licences.

The reporting includes the following components and functionalities:

- Complete metadata model of the database
- Analysis of the data with varying granularity using Business Objects
- Graphical compilation of reports
- Drill down and drill across

In addition to configuring detailed reports in the sense of a Management Information System, risk management and ad-hoc reports, portfolio analysis as well as regular contract controlling and monitoring can be set up.

LCM Reporting based on BIRT-technology

LCM BIRT Reporting is based on the Eclipse open source tool and is fully integrated into LCM.
Users are able to run reports and administrate report-templates via the LCM application. The BIRT Reporting Server is fully integrated in the LCM system and requires no separate installation.
The report templates are stored in the LCM Report Repository. It allows you to easily create and maintain individual folder structures to organize existing report templates. Reports can directly be viewed online or downloaded in several different supported file formats.
For an easier and more convenient access report templates can be marked as contract specific which makes the report directly available in the contract detail page. With preconfigured LCM Datasources contract and record information from the LCM System can directly be used to create a great variety of reports.

LCM Reporting based on Business Objects-technology

This technology (SAP-BO) with LCM-BO-DataCube offers an Business Intelligence Reporting Engine for individual reports and evaluations of data and process information, e.g. drill down and drill across.

LCM – Mobile

LCM – Mobile allows for quick access to basic data and reports on iPhone and iPad regardless of the user's location. With this app, all information from the LCM solution such as contracts, records and matters, contacts or documents can be viewed, searched and evaluated anywhere and anytime.
Thus users responsible for contracts or decision makers have direct access to up-to-date company information and are able to use these as substantiated and reliable basis of decision-making during meetings or negotiations.

LCM – Data Visualization

The LCM - Data Visualization module makes active control and supervision of all relationships in the company environment possible. Visualization of the data guarantees that complex scenarios are made comprehensible and visually conceivable. Using a comfortable graphic surface, relationships among contracts, parties, employees and documents/ processes can be visualized rapidly, and complex connections are thereby comprehensively presented.

The following features are possible:

- Direct call-up of associated contracts, parties, employee and file details
- Plausibility testing (avoidance of inconsistent relationships)
- Simple representation of complex connections
- Clear creation and export of relationships/scenarios (e.g. PDFs)
- Fully automatic, dynamic layout organization (tree, circle structures)

LCM - Data Visualization makes representation of hierarchical and horizontal contractual relationships, relationships between master and individual contracts and risk relationships between contracts possible. But personnel relationships can also be visualized; in so doing distinctions are made between company relationships such as subsidiaries, involvements and supplier relationships and relationships between employees regarding transfer/reporting responsibilities, as well as other responsibilities and competencies.

1.7 LCM – Document Management System (DMS)

LCM offers both the possibility to link an existing document management system via interface as store documents in the LCM database. By central availability of all contract relevant documents an efficient contract management without time-consuming file search is possible anytime.

The LCM - DMS, working from scanned documents destined for tam-perproof filing, archives all documents such as meeting minutes as PDF files, Excel files, XML files, CAD drawings, etc. and is fully integrated into LCM Enterprise Information Management.

Central storage and decentralized access to all documents allows efficient, paperless document management at all times without time-consuming file searches.

Check-in/out

Basically, a document can have two processing conditions: checked in or checked out. Modifications in a document are only possible if a document has been checked out. Under check out, the last document version is opened and the data set (including the document's master file data) blocked for processing by other users. The check out function can only be applied to a document's current or most-recent version.

An updated version of a document is saved together with its master file data over the check-in function. The version number is automatically increased by one during this process. This process is strictly user-specific which means that the document can only be checked in again by the user who checked it out. The security of these conditions is managed in DMS. As such, it is not possible for users to be making changes on a document at the same time as another user.

Version management

If a document is being managed in the version management feature, a new version will be created each time it is changed. Version management ensures access to old versions of a document. At the same time it ensures that each user receives the current version of the document.

Categorization

A document can be managed easily through classification. The categories assigned to a document are part of its master file data. A document can be assigned to several categories. The more differentiated a classification is, the greater the variety of dimensions a document can have. A document is classified by assigning it to at least one category. Categories can be organized hierarchically and a document can be listed in several categories.

Full-text search

When a search term is entered, LCM performs a full-text search of all documents and lists these by match probability. You can jump directly to the document or obtain an overview.

One Click Edit

LCM One Click Edit offers you the opportunity to edit an associated document directly within the matter or contract view without checking it out first.

1.8 LCM – Administration Manager

The administration module helps administrators with the flexible configuration of the LCM system according to their companies' needs, e.g. in the definition of subject groups and contract types with additional mandatory and optional fields, roles and responsibilities and the administration of users in productive operation.

Configuration of framework and individual contracts, contract types and categories

The LCM system differentiates between individual and framework contracts and furthermore classifies contracts in types and categories.

LCM allows to efficiently manage framework contracts and the accompanying individual agreements together with the agreed conditions of contract in respect to the contract partners. The contract overview provides users with a transparent view of which individual agreements are assigned to a framework contract, other relationships between contracts can also be established.

In addition to distinguishing between framework contracts and individual agreements, there are also a large number of different contract types for which users can manage different additional information relating to the contract:

- Sales contracts
- Partnership contracts
- Consulting contracts
- Trade agreements
- Loan agreements
- Framework and individual contracts with suppliers
- Maintenance and support agreements
- Contracts for work and services
- Insurance contracts
- Hardware and software agreements
- Rental contracts

- Lease contracts
- Employment contracts
- Leasing contracts
- License contracts

Depending on contract type LCM manages workflow processes (approval process, escalation management), monitoring and user-defined fields. According to contract type LCM suggests details to enter.

The contract type selection is made via a tree structure with the contract categories as the top level. Fields specific to a certain contract type are visible before making a selection. By making the necessary selection of the contract category, the user can easily indentify the correct contract type.

Categorization of contract types is an option which presents an additional possibility of differentiation e.g. classification of contract types in functional areas. Thus LCM provides reasonable administration of individual contract details and offers an additional quality assurance.

User management and authorization concept

Differentiated authorization concept to access contract data. Depending on user profiles, users are granted different levels of read and write access to the database records.
LCM allows an authorization concept up to field level. The detailed authorization concept protects entire contract data from unauthorized access by third parties.

Master data management

The master data provided by LCM can be parameterized via the central administrator.

The master data are defined in the context of the introduction for LCM and are hereinafter defined according to their meaning. The contract types are classified topically in contract category for easy handling and retrieving.

If additional language versions are licensed, language-specific master data charts, like e.g. contract type, contract status, etc. can be administered multilingually. In addition to the user interface, the option lists will also be displayed in the selected language, enabling LCM to perfectly adapt to multilingual environments.

LCM - Designer

The LCM – Designer component allows to customize entry masks for inputting contract data in order to be more flexible in the administration of contract attributes. This enables fields to be included that are not present in the LCM standard. These fields are available immediately to all users to enter additional information and also to contract controlling for any desired type of evaluation.

The Designer is used to implement customized input masks for:

Designer contracts

Allows adding customizable contract information, e.g mandatory and optional fields depending on contract type

Designer matters

Allows adding customizable matter information.

Designer contract partner information

Allows adding customizable contract partner information, e.g. storage and maintenance of participation relevant master data of subsidiaries, authorized signatory list maintenance, etc.

2 FUNCTIONAL DESCRIPTION OF THE LCM ADDONS

2.1 LCM – Document Builder / Contract Builder

Enables user to draw up simple standard contracts quickly without immense workflow and without sound legal user know-how. The Contract Builder module makes it easy for user to put together writs, text components and documents by drag & drop. The necessary data are gathered from different places (LCM database, ERP systems, DMS systems, etc.) and then output in popular document formats (such as DOC, RTF, TIFF, HTML, XML or SVG). Based on an interview technique and specified templates a contract can be prepared by various departments. The questions and dependencies of the interview are prepared and configured via the XML format.
For composing the document, the module uses standard text processing programs. As such, users always have access to its full function. At the same time, reusable text components and templates help to make sure even individualized documents are nevertheless created in uniform to corporate design.
LCM assists in the flexible creation of contract templates in accordance to company style and compliance guidelines.

2.2 LCM – Template Management

Administration of templates for contracts, whereby any number of documents can be created as templates and assigned to these for contracts.
Templates can be Word documents that are valid as a basis for contracts as well as terms and conditions of business etc. serving as appendices to contracts, for example. A template can undergo an approval process before it is released in the LCM, Every template can be assigned to one or more types of contract in accordance with this. There are so-called template administrators, who manage the templates and allocate corresponding user groups for later use. The user can then choose the relevant templates, depending on the type of contract selected. The system automatically notes whether a contract has been compiled on the basis of a template or not and also what template it has been based on when created. Contractual partner, regional or country-specific templates can also be compiled.

2.3 LCM – Collaboration/Communication

LCM – CollaborationPlugIn Office

The LCM – CollaborationPlugIn Office secures the direct integration and access to exchange of information, data, documents and contract to Office applications (Outlook, Word, Excel, etc.). Via the plugin functionality, users of Microsoft Office can directly access contractual data from LCM in the respective application. This includes both structured data, such as names or addresses of the contract partner, and unstructured data such as contract drafts or the scanned contract, allowing to work intuitively without having to leave the respective application.

LCM – CollaborationPlugIn Lotus Notes

The LCM – CollaborationPlugIn Office secures the direct integration and access to exchange of information, data, documents and contract to Lotus Notes applications (Email). Via the plugin functionality, users of Microsoft Office and Microsoft Outlook or Lotus Notes can directly access contractual data from LCM in the respective application. This includes both structured data, such as names or addresses of the contract partner, and unstructured data such as contract drafts or the scanned contract, allowing to work intuitively without having to leave the respective application.

LCM - Email Inbox

It is possible to directly sent emails to LCM and store them along with attachments as contract documents. This is realized via a standard interface with Microsoft Outlook, Lotus Notes and other groupware systems. Emails being circulated during contract negotiations with different contract versions can be assigned to the contract in question in LCM. The assignment is both possible based on the email text as well as on attachments.
Reminders can be scheduled or sent manually within LCM or to LCM users' external email addresses as well as to any desired email address.

LCM – Notification

Option for sending messages to persons responsible in LCM at regular intervals and monitoring whether feedback has been provided by them concerning these. The messages can be sent one-off or also regularly. For example, to query certain information from the subsidiaries every quarter. A message with the following content is defined for this. A name and a comment for the message, the role of the person (e.g. Claims Co-ordinator or Buyer or ...), the email that is to be sent for this, the date at which the email is to be sent and the date by which feedback is to be provided.
As a result, an absolute and percentage feedback rate, as well as responsible persons not reached because the email address is missing, for example, is provided in the overview. The summary of a notification can be mapped in a report and exported to Excel. The results of several notifications can be represented in a report.

2.4 LCM – International

LCM - Languages

Clients are currently available in German, English, French and Spanish. Other languages can be provided upon request.

LCM – Unicode (for DBCS languages/characters)

Uses Double Byte Character Sets for filing data. The DBCS and Unicode capability enables the LCM system to display and process ideographic character sets. Ideographic languages include a.o. Japanese, Korean as well as a simplified traditional Chinese. Conventional single-byte code pages with 255 characters are not suited for storing thousands of characters that are required for these languages. Special double-byte and Unicode code pages usually assign two bytes to every character. Therefore, only double-byte and/or Unicode-enabled applications can display and process double-byte data effectively.

2.5 LCM – Authentification / Security / Audit

LCM - Security

With the integrated security module LCM - Security, user can encode documents such as, for example, invoices, in the future, however, also contracts and other compliance-relevant documents so that unauthorized persons are prevented from reading these contract and business documents and the correspondence related to them.

The authorization for document protection is centrally defined in LCM; only logged-in and authorized personnel can open or process a certain document within the application. The LCM – Security module offers encoding and decoding of documents for all file types within the LCM application.

For data encoding, LCM provides the Oracle databank functionality AES (Advanced Encryption Standard, Cipher Block Chaining and PKCS5 Block Cipher Padding). The software encodes the documents with an encoding algorithm using 256-bit encoding. The documents and their content also remain concealed with outsourcing of IT functions as well as application services providing, for example for database administrators, and are therefore secure from unauthorized access.

LCM – Audit

The LCM Audit module was developed so that the system functions and the system security of the LCM System can be monitored audit-proof.

The recorded data can contain important system information and personnel-related data. The access to the protocol data can therefore be restricted by the LCM user administration. LCM Audit offers many possibilities for evaluating these "protocol data". In the event of alteration of a particular record, it is also used to indicate when and by whom the information was altered.
The following audit functions are supported:

- Who and when anyone has logged in to the LCM System.
- Indication of compact alteration histories of current and deleted contracts, contract details, as well as of current and deleted contacts and current and deleted files.
- Who has created, deleted or changed any charts.
- Who has created, deleted or changed permission in relationship to tables, roles or users.

LCM - LDAP–Authentification

LCM - LDAP Authentication is the central login verification e.g. Windows Active Directory.

LCM - LDAP –Import

This functionality ensures the regular transfer of user information from the leading authorisation system to LCM.

LCM – Single Sign On (SSO)

Kerberos Microsoft Active Directory

LCM - Electronic Signature

With LCM – Electronic Signature legally valid signatures can be added to a contract. This allows a secure archiving of documents and supports multi-level business processes which require signatures from different bodies.

2.6 LCM – Integration Gateway Services

Certified standards and proven integration methods provide for the seamless integration to other systems such as ERP, ECM/DMS, archives, portals, reporting or document comparison.
Addition integration is available:

- SAP - Certified gateway based on Netweaver platform
- SAP - BusinessIntegration for Purchase (accounts receivable/payable)
- ERP - BusinessIntegration for ERP-systems (Filesystem, adapter, trigger, etc.)

2.7 LCM – Input Management

The basic module consists of the process for the provision of the technical parameters for importing, integrating or exchanging information, structures or documents such as the inbound process including e-mail inbox functionality.

Indexing/Barcode

When importing documents the recognition of a barcode via LCM Indexing/Barcode enables the structured storage of these documents using a unique keyword.

OCR

LCM OCR (optical character recognition) documents permit the structured (indexed) storage and management of documents by scanning texts and information into LCM for full-text search and research. Titles, texts and numbers are automatically defined as random keywords or search terms and stored as index or object numbers.

2.8 LCM – IT Asset Management

LCM – IT Asset Management assists companies with an efficient administration and the controlling of hardware, software and service agreements.

License management gives IT and legal departments or management the security of avoiding excess or inadequate licensing of software. Thus excess licensing can be easily recognized, the corresponding resources assigned elsewhere and costs saved. In the case of inadequate licensing, there is a risk of damage compensation on account of unauthorized use of software. An efficient inventory management and usage verification regarding the software licenses is necessary for every company.

Additional functions for the administration and support of service agreements are realized with the SLA Management. Essential examples here are the administration of service types, service volumes, times and availability, costs, validation and assessment of the service performance, escalation management and customer satisfaction.

2.9 LCM – Finance Support

Documentation of other financial obligations

Future payment obligations of third parties to a company are designated as other financial obligations; these are to be indicated in the Appendix pursuant to section 285 III of the German Commercial Code for incorporated firms, insofar as this indication is of significance for evaluation of the financial situation. This includes, for example, obligations from rental or leasing agreements, from future major repairs, from commenced investment projects or from financial instruments.

In LCM – Finance Support, the financial obligations are saved as outgoing payments with information on the payment recipient, account holder, payment method, status and payment time modalities. The legal obligation of the payments is always displayed for the current period under review. Moreover, a payment plan is automatically generated, which is shown until the end of the calculation period e.g. the contract term irrespective of the status value.

Different periods under review for the legal obligation can be simulated, in order to obtain different perspectives e.g. different cycles for the financial obligations.

Documentation of the credit lines and financing instruments

The module "Documentation of the credit lines and financing instruments" provides an overview of all permitted (active/passive) credit lines and their utilization as well as mapping the other financing instruments in the company in a freely configurable evaluation structure. On this basis, the financing situation of the company can be visualized, the financing structure optimized, if necessary, and existing or emergent financing risks recognized and measures implemented.

2.10 LCM – Service TimeSheet

Recording of time expenditures

LCM Service Time Sheet enables users to record and analyze the time expended in the context of a matter, a contract, a document or a process. The selection for allocation purposes is done in a user-friendly manner via a navigation menu with a search function or selection list. The input of periods or “from/to” intervals enables individual recording and is displayed immediately for the task or process performed.

Performance records with the following information can be set:

- Activity
- Date, duration, time from/to
- Comment / information field
- Allocation to person responsible
- Recording date, time, employee

Export of time expenditures

A report provides an overview of all time recording, each filterable by

- Performance on one matter, contract, document
- Employees
- Periods

The results can be exported to Excel and also analyzed using our BIRT Reporting tool.

2.11 LCM – Rating / AnalyseCockpit

With LCM Rating/AnalyseCockpit you can use your own defined criteria and points systems to create your own evaluation categories for analysis by your organisation. The individual approach and the structured option to provide what are termed "hard" and "soft" criteria forms the basis of an evaluation scheme that is independent of case, sector or performance. This ensures neutrality and high acceptance among users and produces measureable results in line with your compliance requirements. This also includes the fact that the analysis is unchallengeable due to a clear separation of the "creation of the analysis criteria" and the "data collation".

3 FUNCTIONAL DESCRIPTION OF THE LCM LEGAL APPLICATION

3.1 LCM – Contract Risk Management

Administration and documentation of risk classes and types for active risk control and monitoring.
With LCM – Contract Risk Management user can divide contracts into risk classes and evaluate and monitor these according to individual classification. The probability of the risks recorded can be evaluated and compared on a recurring basis.

3.2 LCM – Compliance Check

Management of contract check lists

In order for financial reporting to comply with the Sarbanes Oxley Act (SOX), the application of a generally-recognized framework is required for the assessment of internal controls. Standardized procedures, as incorporated in the contract checklist, can be used for the control of contract risk.
LCM Legal offers support for SOX 404 guidelines by making a revision-secure checklist available to users, for example, for contract preparation and contract authorization. This checklist can be defined in accordance with internal compliance guidelines and SOX guidelines.

Management of contract clauses

The filing of contract clauses to be tested or documented takes place directly in the LCM system. The contract content that must be documented according to company guidelines can be defined. This includes in particular clauses for:

- Contractual Liability
- Contractual Obligation
- Contractual Warranty

3.3 LCM – Lawyer DataBase

The management of external lawyers in one central database significantly helps in the selection of lawyers for individual consultancy cases. As many as required law firms and their lawyers can be structured, certain areas of specialization including the degree of know-how assigned and costs per lawyer administered. At the same time, the lawyers' performance per case and area of specialization can be evaluated. This considerably facilitates finding, selecting and commissioning a lawyer e.g. in Germany, in the city of Frankfurt, with a specialization in trademarks and the degree of know-how of an "Expert", in the price range between 300 and 500 EUR/h and a rating of >=x.

3.4 LCM – Civil Litigation Management

The additional contract attributes in LCM not only enable you to register additional contract file data but also to register, manage and analyze "non-contractual" facts subject to a corresponding system configuration.
All active and passive proceedings together with the corresponding amount in dispute or proceedings that are of fundamental importance for the company, can be listed. The solution also features an integrated risk assessment function. Information, like e.g. legal expenses provisions is available for the financial report of the annual report.

3.5 LCM – Claims Reporting

The LCM - Claims Reporting module allows for the integration of a claims reporting process in the LCM system, enabling legal departments to gather the respective information from the different departments or related companies easily, completely, reliably and in time.

3.6 LCM – Trademark Law

Company-wide or group-wide administration and monitoring of trademark law. With LCM – Trademark Law the entire trademark registration process can be monitored. Taken into consideration are the fundamental data of the registration forms as well as the archiving and management of the form itself. Particularly the application and the approval can be process controlled and monitored according to standards.
In addition to the registration process, matters in regards to registration of property rights, their priorities, prolongation and maintenance, trademark protection or the commissioning of advertising agencies can be monitored and handled with the help of a compliance checklist.

3.7 LCM - Legal Entity Management

The legal entity management allows the capital, shareholding, committees and all associated contracts and documents including thresholds, conditions and terms to be managed easily and with a clear summary.
No matter if it is a joint venture contract, a profit transfer or control agreement, a letter of comfort, a mandate agreement, a company agreement and its amendments or an executive officer contract, all these are saved in a structured and clear way together with the necessary details. Additionally documents such as provisions of hired labor, works council agreements, collective agreements or agreements for liability exoneration are stored and managed here.
All changes to date and processes are documented in the system and satisfy the requirements for revision, Sarbanes Oxley, European Governance, GDPDU and MoReq. All information can be called up from the legal entity management in the form of standard reports, ad-hoc evaluations, analyses and individual departmental reports. This information can also be combined with shareholding management systems. This makes it possible to generate assessments containing the shareholding structure, the EAV contracts and change of control clauses without any problem. Evaluations of this type, combined with clear graphics, enable maximum transparency in regard to the contractual intermeshing of the managed companies.

4 FUNCTIONAL DESCRIPTION OF THE LCM PURCHASE APPLICATION

4.1 LCM – Supplier Master Data Management

Creditor master data is directly and periodically integrated into LCM from existing ERP-systems. Additionally, supplier master data based on a specific process for the supplier questionnaire are stored and managed in LCM.

Supplier master data includes:

- Address data
- Account information
- Contact data
- Group affiliation
- General company information
- Brands, patents
- Logistics
- Quality management and certificates
- Environmental management and certificates

4.2 LCM – Supplier Relationship Management / Supplier Portfolio

With an efficient supplier relationship management system (SRM system), sustainable increases in standards and improved prices can be achieved. Added values arises through the combination of the total knowledge about purchasing data and its sources with important contractual information, which is made available to all participants for the management of needs and suppliers in one knowledge base.

Supplier applications (Excel import)

The supplier application module serves to register and qualify a supplier through an Excel import. It includes forms with questionnaires to be completed online by the supplier. Suppliers are verified internally by the purchase department and a supplier qualification, as the case may be. Suppliers can also be qualified based on defined rule sets with consideration to weighting and a bonus/malus rule for further automation.

Supplier assessment

This function provides a highly automated supplier assessment feature for measuring the performance of existing suppliers. The measuring criteria can be designed and weighted freely. The assessment is based on “hard facts”, like key data on delivery and quality compliance extracted directly from the ERP system as well as “soft facts” maintained by internal departments, like purchase, logistics and quality management. Regular updates ensure the transparency and comparability of the overall supplier base and form a critical data basis for the supplier classification as well as a decision basis for supplier development activities.

Supplier classification

This function organizes the structuring and classification of the supplier base through customizable factors, e.g. for strategic profit contribution and supply risk assessments. The material-group-related assessment per supplier returns an ABC analysis and can be used as a basis for strategic decisions accordingly.

Supplier development

This function includes the systematic monitoring and documentation of the supplier development as well as an automated supplier qualification feature, while also supporting the Six Sigma approach (DMAICT) in this context. The supplier development function also includes an objective and action management feature with integrated result and due date monitoring.

Supplier portfolio
The LCM supplier portfolio renders a graphical presentation of the stress ratio between the profit contribution (procurement volume) and the supply risk. The portfolio serves to find potential strategic action recommendations for supplier integration.

The calculation of the profit contribution is based on the assessment of historical data regarding order volumes and required materials, product range, lifecycle, etc. The supply risk is also determined empirically in parts, determining the probability of a continuous supply by the assessed supplier.

The supplier portfolio is illustrated in a four-quadrant graphic and groups the suppliers by non-critical, level, strategic and bottleneck suppliers.

4.3 LCM – Supplier Controlling
Spend Analysis
The spend analysis offers an optimized assessment of all business data and volumes with individual suppliers. Analyses can be performed across all assessment levels, showing, who has bought which goods from whom at which conditions. All metadata can be analyzed ad-hoc and made available through reports.

Measure planning and controlling
The supplier cockpit analyses and visualizes all relevant business transactions with the respective supplier. The purchase cockpit enables you to analyze all critical purchase activities and publish the results in a report. Both functionalities enable a significant economic improvement of the strategic purchase process.

Supplier scorecard
The supplier scorecard is an individual evaluation model used by companies to regularly assess the performance of their suppliers. The assessment is based on consistent key data; the so-called key performance indicators (KPIs). These key data include success criteria, like supply quality, timeliness and delivery speed as well as product availability.

The key performance indicators (KPIs) enable companies to assess their suppliers' performance. KPI examples include a.o.:
- The reach of product group inventories;
- Timeliness of deliveries;
- Percentage of correct delivery quantities;
- Percentage correct timely deliveries; and
- Percentage of correct delivery quantities meeting the quality requirements.

The supplier scorecard can be presented e.g. as a spider graph and a chart, including its criteria and their assessment.

The supplier scorecard offers the company and its suppliers an important common planning basis for utilizing additional improvement opportunities (see also “action planning”, “collaboration management”).

4.4 LCM – Supplier Portal
Supplier data exchange (collaboration management)
The LCM supplier portal provides an important interface and collaboration platform which supports the cooperation with suppliers by optimizing existing and future business processes. It offers relevant contents to suppliers along with an access to the applications provided for them. This centralized information platform groups information, thus providing a basis for improving joint planning and control activities.

4.5 LCM – Supplier Self-Assessment

Online registration and qualification of suppliers

This module serves to register and qualify suppliers. It includes forms with questionnaires to be completed online by the supplier. Suppliers are verified internally by the purchase department and a supplier qualification, as the case may be. Suppliers can also be qualified based on defined rule sets with consideration to weighting and a bonus/malus rule for further automation, based on the supplier application module.

4.6 LCM – Materials Group Management / Materials Group Portfolio

Materials group & supplier designated materials group approval

This feature serves to manage the definition and maintenance of customizable material groups which can be aligned with ERP systems. Some common classifications, like e.g. eClass are supported.
Consistent and clear material groups across the company enable the development of a system for bundling, classifying and approving suppliers.

Strategic evaluation of materials groups

The LCM material group portfolio enables a strategic classification of material groups (e.g. supply shortfall, key, strategic or non-critical). The portfolio serves to define individual strategic measure recommendations for various material groups in order to realise additional cost-saving opportunities.

4.7 LCM – Procurement Management

Tender writing, bid comparison, supplier shortlist management and history

A procurement project can be mapped in a procurement file that includes all relevant requirements and procurement data. This mainly includes the selection of the supplier from the longlist via the shortlist to the contract partner (supplier), the filing and the comparison of the offers based on the bid invitation, as well as the contract and the evaluation and risk assessment. In addition, all documents related to a procurement project are stored in and/or assigned to this file (like e.g. RFQs, RFIs, etc.). Email functions, management reporting for product groups, spend analysis and other supplier assessment results are available for sourcing.
Upon the signature of a contract (order), the procurement file is allocated to the contract (including the respective communication), enabling users to also view the procurement history, incl. the contract.

Supplier comparison

In addition to prices for the provided services or products, the supplier comparison is based on a relevant rating. This supplier rating should be process-controlled and performed regularly. Potential criteria could include technical performance, commercial aspects, quality aspects, alliance management, etc. A reasonable and effective supplier comparison requires a strategic, process-controlled supplier rating approach.

5 FUNCTIONAL DESCRIPTION OF THE LCM REAL ESTATE APPLICATION

5.1 LCM – Rental Unit and Property Management

The location and ownership characteristics of a real estate project are varying and can be easily adapted to the individual real estate management requirements with LCM. Users can e.g. maintain categories for classifying an object, like e.g. inventory, freehold, leasing, rent, object status, etc.).

5.2 LCM – Rental Control Management

This function organizes the lease agreement with information on rented spaces, terms, amounts, deposits or guarantees. Creating a rent data sheet for regular accounting entries (rent, additional charges, etc.) enables a transparent presentation of all contract-relevant cost centers.

5.3 LCM – Costs and Services Settlement & Asset Protection / Indexation

This module organizes the management of rent amounts, additional charges, payment transactions and indexation clauses; ensuring that the indexation, including automatic interest adjustments is performed with minimum administration and the contractual indexation potential is used optimally.

5.4 LCM – Inventory Management

The LCM – Inventory Management increases the inventory transparency and optimizes the latter with regards to locations or individual users. LCM not only ensures the evaluability of all expenses but also allows for an increased efficiency with regards to relocation planning, operating cost management and communication

5.5 LCM – Real Estate Management

The LCM - Real Estate Management module offers extensive real property management functions to secure economic aspects. Space management and space use information can be managed in addition to land register entries and certifications. An ERP link enables you to generate and monitor payment transactions automatically.

5.6 LCM – Lease Management

Users can create individual partitions and rental units for an object. The module allows you to display aggregated key data, like turnover rent, rent based on the average rent index, etc. A dynamic ABC classification of tenants as contract partners can be accessed for comparison at any time, in addition to contractual data (e.g. the next possible termination date).

5.7 LCM – Real Estate Record

The LCM - Real Estate Record is a valuable support for the entry of limited personal easement and for managing property-relevant topics.

In addition to being specifically aligned with the procedure according to the Grundbuchbereinigungsgesetz (Land Register Correction Act), the LCM real property file also enables you to display all other pipeline easements. All information is available in an up-to-date version at any time.

In addition, the proper and revision-safe documentation of contacts and payment basics (pipeline plans, valuation, expert opinions, ownership evidence, land register extracts, etc.) is ensured. Furthermore, all related contracts and documents can be managed and evaluated, using the LCM property file.

6 FUNCTIONAL DESCRIPTION OF LCM BEST PRACTICE PACKAGES

6.1 LCM – LPO Management

Manage attorneys, assess cooperation, enhance quality and optimize costs
Hiring of outside attorneys is a challenge in the corporate process. Firstly, it is important to respond to rising cost pressure in the legal departments, and secondly to ensure the expected quality and qualification for the particular mandate. With the decision in favor of outsourcing, a permanent process of “selection – quality control – monitoring” has to be established.

With LCM - LPO Management the corporate lawyers can permanently support this process by providing suitable information and assess it under financial aspects. According to the practical requirements “determine – control – implement – evaluate” individual modules were integrated into one solution for this interrelated process, provided with a flexible correction control procedure for higher-order user control and supplemented with modern rating and evaluation functions.

The following individual process steps are integrated:

- Client files
- Lawyer database
- Case files (civil litigation, trademark law)
- Performance planning/check
- Rating
- Business Intelligence

6.2 go!LCM Contract

Contracts are safety and consistently saved, maintained and administered. The perfect solution for the small business, without loss of transparency and integrated workflows - this packet offers you a classical entry into a planned future. Because starting today you will have your contracts under control and manage all risks such as expiring contracts or schedules.

And if you want more – add on the go!LCM –Contract with additional modules from the comprehensive LCM Product Suite including specific modules from legal, purchase or real estate.

The go!LCM – Contract package contains

- Contract and Risk Management
- Compliance Check
- Office/Lotus PlugIn
- DMS
- 5 User

6.3 go!LCM Records

Records management with modern workflows to ensure simple processing of documents with just one mouse click in and out of Microsoft Office/Outlook or Lotus Notes. Suitable for legal departments and law offices, the packet includes an integrated document management and complete record management system. Simple and reliable!

And if you want more – add on the go!LCM –Record with additional modules from the comprehensive LCM Product Suite including specific modules from legal, purchase or real estate.

The go!LCM Records package contains:

- Records Management
- WorkFlow
- Office/Lotus PlugIn
- DMS
- 5 User

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